

Town of Lunenburg

Personnel Committee:
Scott Chase, Vice-Chairman
Lin Vickery, Secretary
Deb Christen, Member
Nancy Forest, Member



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Minutes March 3, 2016

Meeting Posted: Yes
Location: Lunenburg Library, Massachusetts Ave., Lunenburg, MA
Present: Lin Vickery, Scott Chase, Nancy Forest, Deb Christen, Kerry LaFleur and Jamie Toale
Absent:

Scott Chase, Committee Vice-Chair, called meeting to order at 6:35 p.m.

Ongoing Business

1. Personnel Action Forms
 - a. Personnel Committee Members signed off on 2 Personnel Action Forms
2. Public Comment
 - a. No public comment
3. Review/Approval of Previous Meeting Minutes
 - a. Minutes of December 3, 2015 minutes were reviewed and approved. Lin will send them to Lynne Klaft and Kathy Herrick to publish.
4. Discussion of SAP grid (COLA)
 - a. Mr. Rodriquenz stated that articles for the May Annual Town Meeting will closes on March 25, 2016. He and other town employees covered by the SAP (20-22 town employees are impacted), were looking for a cost of living adjustment of 2% for next three consecutive years (fiscal years 2017 through 2019), and were looking for the Personnel Committee's support for such an article. Mr. Rodriquenz, stated that town employees covered by the SAP have not seen an increase in 5 years.

Scott asked Kerry if the Town could afford this and Kerry stated that there was money set aside in her budget. Kerry stated that typically they do yearly increases and amounts vary based on contacts.

At the November Town Meeting it was suggested that the salary schedule needed to be addressed at the Annual Town Meeting (May 2016). After the discussion, Deb Christen made a motion to present an article for a COLA 2% increase for town employees on the SAP. The motion was seconded and all approved. Elaine Peterson, will prepare the article and send to Lin for her signature. An administrative order is being presented at the Annual Town Meeting for approval.

The Personnel Committee also needs to look at the SAP steps in the salary schedule and the employee job descriptions. The town of Shirley did a compensation and classification study and we have a copy of that study, which will be reviewed. The town of Shirley also lists salary information on their website. Any changes to the SAP steps in the salary schedule needs, Town Meeting approval. In order to review the job descriptions the Personnel Committee will schedule a special meeting on Saturday, April 2nd from 9:30 – 12:30 at the Town Hall.

Current Business

1. Discussion of policies, employee handbook and sexual harassment training
 - a. Scott asked if the Personnel Committee was the body that employees come to with concerns, complaints and administering the SAP. Kerry stated that she and the Personnel Committee were responsible for the administration of the SAP. Recently a Library employee did not know who she needed to speak with regarding her job title change. Kerry stated that the Library has their own job titles and this can be confusing to employees. The Library employee's salary was not impacted by her job title change. Library personnel issues are handled by the Library Board of Trustees and not the Personnel Committee.

Scott asked if the town employees have attended any Sexual Harassment Training. Suggested the lawyer may be able to provide the training. Kerry suggested that webinars are a great way to get employees trained and MIIA the town's insurance carrier may be able to provide this training.

There is a draft Employee handbook and the Personnel Committee will discuss this at the May committee meeting. BOS approval is needed for the handbook and any training.

2. Review of Talent Bank forms and Performance Evaluation Templates. Personnel Committee decided to postpone this topic until after we accomplish the SAP salary schedule steps, job descriptions, review of the handbook and training.
3. Discuss DPW Director grade in comparison with market analysis. This will be discussed in our April 2nd meeting.

Other Business

1. No other business

Lin motioned to adjourn, Deb seconded, and all were in favor. Meeting adjourned at 7:57 p.m.

Minutes respectfully submitted on March 13, 2016, by Lin Vickery